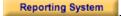


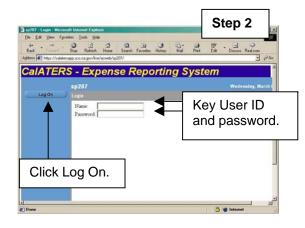
Change Your Reports Password

Step 1

To sign in to the CalATERS Reporting System, from the CalATERS web site at

www.calaters.ca.gov, click





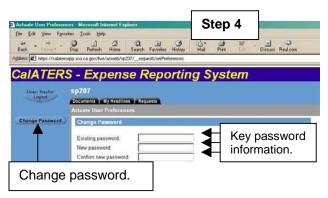
stem Clic rield

Click the My Profile tab on the far right.

CalATERS - Expense Reporting System

The CalATERS – Expense Reporting System displays. Key your User ID in the Name field and then key your Password.

Click Log On

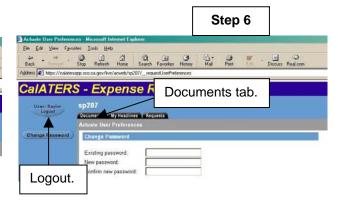


Key your existing password, then key a new password and re-enter your new password in the confirm password field.

Click Change Password



You will receive a command completed message. Use your browser's back button to go back to the Profile screen.



You can now view reports by clicking the

Documents tab (see How to Access CalATERS

Reports instructions) or click

Step 3

My Profile.